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Selectmen Minutes
Town of Newburgh

Date: 5/14/2012

Called to Order: 7:00 P.M. by Steve

Roll Call: x Steve Burgess x Claude Bolduc x Stanley Smith
 x James Hopkins x Gene Yountz

Warrant: #41 = \$4,472.97 #42 = \$1,821.05 Motion by Steve second by Chris to accept the Warrants for the amounts stated. Vote was 5-0 in favor

Minutes – 4/30/2012, 5/3/2012, 5/7/2012 Steve made a motion to accept the minutes, Claude would like to amend the 4/30 minutes add to #6 Steve will contact MMA about hiring or appointing people related to the Select board. Jim second the amendment Claude made a motion to accept the minutes from 4/30 with his amendment. Steve second the motion. Vote was 4-0.

Motion by Steve to accept the minutes of 5/3/12 Claude made an amendment to add that the road comm. Where going to meet with Greg Nash at a later time. Jim second the motion. Vote was 4-0 in favor. Motion by Steve to accept the minutes from 5/7/2012 Claude would like to amend the minutes to read Steve not Claude explained that there was no conflict in hiring or appointing family members; provided that the statutory requirements are met. #8 Motion by Claude to amend it to say Brent Burgess as Road Foreman at the wage set by appropriations conditions being probationary period of 90 days at that time an evaluation will take place. Vote was 4 in favor- 1 abstained (Steve) Motion by Steve second by Chris to accept the minutes of 5/7/2012 Chris second vote was 4-0.

Department Report: (done the first meeting of the month)

1. Fire Dept. – Update on building addition – Steve made a motion that a letter be sent to the Fire Chief explaining that all insurance needs, building and Fire codes and permits must be met and accepted before construction takes place on the Fire Station expansion. Jim second the motion the vote was 5-0 in favor.
2. First Responders Dept. – none
3. Road Foreman – Brent will be at the meeting, Project List – Steve recommended that the board get together with Brent sometime this week as road commissioners. Wednesday night at 7Pm. Skip explained that he had spoken to Kurt Taylor about grading. Kirt has put the Town on his rotation. Skip also explained that Kirt get \$75.00 an hour. Claude made a motion to hire Kurt Taylor to do the Road grading Steve second the motion. Vote was 5-0 in favor.
4. Administrative Assistant – none
5. Cindy's Report – none
6. Finance Committee Report – none

OLD BUSINESS:

1. Johnson Pit – Chris called and gave to go ahead to Plymouth Eng.
2. AA Position – no action until 5/21/2012
3. Computer management – Planning Board, Website, Chris & Claude Chris spoke to SJ Rollins , they have said that they could cut there proposal in half. Chris made a motion to hire SJ Rollins for 25 hours a year. Jim second the motion, Vote was 5-0 in favor.
4. Ad for Calcium spreading – Steve mentioned that they had to add the road mowing as a separate ad.
5. Office/School Building – Update from Cindy when available (phase 3) Cindy explained that

phase 3 will start the first part of June. Cindy gave an outline of the work that was going to take place. Cindy also explained that she had been in touch with Rick Lyons and he is going to get an answer for the board as soon as possible.

6. Revenue numbers for Tax Commitment/Budget – no action taken
7. Town Attorney, Opinion on Cindy Dunton - Chris has called and left a message & has not been able to get back to them. Chris is going to call them Friday.
8. Attorney Selection – Claude no action
9. Town Sign down by the road – no action
10. Salt Shed update – Jim explained that the work had been started.
11. Tax Collector/Treasurer/Clerk & Registrar appointment – Steve made a motion to appoint Cindy for the next 30 days Chris second the motion. Vote was 5-0
12. Trip to Maine Surplus - Claude explained that he had spoken to the planning board about the projector. Going to check with the school about a projector and check money for purchases of other items.
12. Appeals Board update – Claude No report Cindy explained that only one had come in to get sworn in.

NEW BUSINESS:

1. Electric upgrade to the office – Cindy would like to have the electric upgrades done that were Budgeted this year. She has been in touch with Will Brown and he is coming to give an estimate. Jim made a motion to give Cindy the authority to hire Will Brown and get the work done and be up to code. Steve second the motion. Vote 5-0. Jim is going to check with the contractor about upgrading electric in the Salt Shed.
2. Entry way upgrades – see #5
3. Shelter Contract Bangor Humane Society – Motion by Steve to sign the contract for another Year, second by Chris. Vote 5-0
4. Correspondence Policy – Claude would like to write something up. Purpose being that he would like to see any correspondence with attorney be presented to the board members and all documents of this type sent out by the office be presented to the board first.

Public Comment:

Selectmen's Closing Statements:

Adjourn: Motion by Skip second by Steve to adjourn at 8:40 P.M. Vote 5-0

Suggested Upcoming Agenda Items – Claude

1. Town Policy Review –
2. Prep for assessing meeting –
3. Credit Card use in Town Office –
4. Form Budget Committee –
5. Office point person –
6. Copier/ Stapler –
7. AA versus town manager will there be any discussion –
8. Number of Selectmen will there be any discussion –
9. Old town office repairs/Kennebec rd fire station –
10. Topics for newsletter/survey – Community Garden, Use e-mail to prep cash receipting work, send us your e-mail.

Selectmen's Minutes
Town of Newburgh

Date: 5/21/2012

Called to Order: 7pm

Roll Call: _x_ Steve Burgess _x_ Claude Bolduc _x_ Stanley Smith
x James Hopkins _x_ Gene Yountz

Warrant: # 43 - \$6,887.87. Approved 5-0.

Minutes: 5-14-2012 minutes not yet available; tabled to next meeting.

Department Reports:

1. Roads – Skip reported. Brent gave him figures on gravel needed for some of the roads. Cindy is going to call and get prices of 2inch minus per yard in place .
2. Fire Dept. –none
3. First Responders Dept. – none
4. Administrative Assistant – none
5. Cindy's Report – none
6. Finance Committee Report – Claude made a motion to appoint David Little to the finance Comm. Skip second the motion. Vote was 2 in favor 3 apposed.

New Business:

1. Meeting with Assessor's Agent (Herb Dickey) – Herb's still planning to work for Newburgh for the near future. He answered questions about the assessing work. Herb's work for the 2012 tax commitment should be done by June 15th.

Old Business:

1. Johnson Pit – Chris said that Scott will be out there this week with the surveyor. Skip said that he has found out that Herb Sargent Jr. has a D-8 machine.
2. AA Position –Tabled until 5/22 at 7:P.M.
3. Computer management- Chris made a motion to accept Quote 54489 and Norton antivirus and battery backups for all four stations for a total of \$2,199.00. Jim second the motion. Vote 5-0 Claude made a motion to go with I page membership for 2 years for \$75.00. Steve second the motion. Vote 5-0 in favor.
4. Office\School Building – no action
5. Revenue numbers for Tax Commitment/Budget –no action
6. Town Attorney, Opinion on Cindy Dunton - Chris said that he had spoken to John Pottle and he is gathering info John needs for John to give the quote. Chris got a copy of the judgment from the court. Attorney Selection – Claude no action taken
7. Town Sign down by the road – Cindy explained that she has been in touch with the school and they are ok with the sign as long as it complies with local rules.
8. Salt Shed update – Contractor has pulled out temporarily but will be done by the deadline. Contractor subs his electrical work.
9. Appeals Board update – still one member sworn in
10. Electric upgrade to the office –Cindy explained that the electric
11. Correspondence Policy – Claude no comment on this item

Public Comment:

Selectmen's Closing Statements:

Motion Steve and second by Chris to recess until 7P.M.on 5/22 Vote 5-0 in favor

5/22/2012

Called to order at 7:00P.M.

Motion and second to go into Executive session Title #1 Sec 405 #6A Personnel Issues

Motion and second to come out of session and end meeting at 7:45 P.M.

Selectmen Minutes
Town of Newburgh

Date: 6/04/2012

Called to Order: 7:00 P.M.

Roll Call: ☒ Steve Burgess ☒ Claude Bolduc ☒ Stanley Smith
☒ James Hopkins ☐ Gene Yountz

Warrant: #47 \$77,837.67 Motion by Steve second by Jim to accept warrant #47. Vote was 3-0 in favor

Minutes – 05/14, 05/21&22, 05/29 Jim made a motion Steve second to Table until 6-11-2012. Vote 3-0
Agenda – Skip made a motion for Cindy to continue doing the agenda the way she had been, and to have a deadline for submissions on the agenda to be no later than Thursday also Cindy is to put items on the agenda worded exactly as she received them. Second by Steve the Vote was 3 in favor 1 apposed (Claude).

Department Report:

1. Fire Dept. – Linda reported they had 2 calls for the month.
2. First Responders Dept. – Kelly reported there were 9 calls for the month.
3. Road Foreman – Road report Brent and Skip reported what they were working on. They presented to the board a written description of a project for the Littlefield Rd. (Copy attached) also Claude presented an ad for this project to go into the paper (copy attached). Motion by Skip second by Jim to put this project out to bid with the ad presented. Vote 4-0 in favor. Skip also explained to the board that Dig Safe was complete and Kirt Davis was all most done in Stetson and the Town of Newburgh was on his list of jobs.
4. Administrative Assistant – none
5. Cindy's Report – none
6. Finance Committee Report – Steve made a motion Jim second to appoint David Little to the finance board. Vote was 4-0 Lou Chamberlain presented the minutes from the meeting of the committee.(copy attached)

OLD BUSINESS:

1. Johnson Pit –Plymouth Engineering presented a plan to reclaim the Johnson pit. Brent is going to get in touch with the Johnsons and find out about the portion they want left open.
2. AA Position – Executive Session Title #1 Sec 405 #6A Personnel Issues
3. Computer system upgrades – Cindy gave a brief overview of what had been done by S.J. Rollins. Claude spoke about the purchase of the Microsoft Office upgrade and it was no done by the board correctly and he was not in favor of what was approved or how it was approved.
4. Office/School Building – Cindy explained that she had been in touch with Mr. Lyons and he would have more information to us for the June 25th, meeting
5. Revenue numbers for Tax Commitment/Budget – Tabled
6. Town Attorney, estimates on Cindy Dunton – Tabled
7. Selection of Town Attorney – Motion by Skip second by Claude to Select Rudman & Winchell for Newburgh Legal Counsel. Vote 4-0
8. Town Sign down by the road - Tabled
9. Salt Shed update – Jim explained that the project was almost complete, the contractor had move out but would be back to finish before contract deadline. Cindy presented an estimate from Will

Brown Electric for upgrades to the Salt Shed. The board felt it was more than they could afford and wanted to talk to him about options.

NEW BUSINESS:

1. Bid opening for Road side Mowing and Calcium - Mowing bids #1. Tim Richardson \$1241.50 #2 Anderson Construction\$ 2345.00. Claude made a motion to accept Richardson bid as long as we confirm he understands it both sides of the road. Jim second the motion. Vote 4-0 in favor Calcium Bid –Kendall Davis Truck \$60.00 per hour Man \$12.00 per hour. Skip made a motion to accept Kendall's bid second by Jim. Vote 4-0 in favor.
2. Employee Cell phone – Steve wanted to mention to the board about getting ahold of Brent, maybe getting him a cell phone for Town use so he would not have to make public his personal number. Claude made a motion to allow Brent to get a Trac Phone and minutes for no more than \$150.00 it was second by Jim. Vote was 4-0 in favor.
3. Computer Work – Claude (Tabled)
4. Maine Surplus – Claude (Tabled)
5. Planning Board Computer – Claude(Tabled)
6. Projector – Claude informed the board that we now have 2 projectors
7. Appeals Board – Claude gave a summary of the Appeals hearing
8. Volunteers/Boards – Claude(Tabled)
9. Snowplow Contract – Skip made a motion to terminate the contract with Dirt Diggers (Leon Rancourt) Steve second the motion. Vote 4-0 Steve is going to sign a letter to Leon after Cindy makes Jims amendment to the one Claude presented. The letter is to be sent Certified Mail.
10. Personnel Policy – Claude(Tabled)
11. Emil Genest – Claude explained that he had spoken to Emil and he was not apposed to selling the school for 1\$.
12. Department Head Reports – Chris (Tabled)

Motion to go in to executive session for item #2 Old Business by Steve at 9:45 P.M. back at 10:24 P.M

Public Comment:

Selectmen's Closing Statements:

Adjourn: No motion or second to adjourn the meeting

Selectmen Minutes

Town of Newburgh

Date: 6/18/2012

Called to Order: 6:55 P.M. by Steve

Roll Call: ☒ Steve Burgess ☐ Claude Bolduc ☒ Stanley Smith

☒ James Hopkins ☒ Gene Yountz

Warrant: #50 \$150.00, Motion by Chris second by Steve to accept as written. Vote 3-1 #52
19193.33, Motion by Steve

second by Chris to accept. Vote 4-0 in favor #53 \$2542.22 Motion by Steve second by Chris to
accept. Vote 4-0 in

favor.

Minutes – 6/4 Motion by Steve second by Chris to accept as written. Vote 4-0 in favor & 6/11
Motion & Second to

table.

MMA Insurance – Judy Dorr, Volunteer insurance Judy explained what the different policies the
Town had and what

they covered. Judy was asked about Volunteers that may work on the Fire Dept. addition. The
board will at there next

meeting name a committee for this and get it covered un the volunteer insurance. Judy also
explained that any

contractor that volunteer the Town needs to request a copy of their Gen. Liability with the Town
as the additionally

insured.

Department Report:

1. Fire Dept. – none
2. First Responders Dept. – none
3. Road Foreman – Brent ask were the board would like to put the road counters? Lindsey
rd, Mudgett Rd, N. County rd, Daliah Farm rd. Kendall is going to need 2 more lifts of
calcium. Motion by Steve second by Skip to allow Kendall to purchase 2 lifts from
Buxton's. Vote 4-0 in favor. Kendall said he would pick it up if needed at no extra
expense to the town.
4. Administrative Assistant – none
5. Cindy's Report – Evaluation process Cindy asked what she had to do in order to be able to
give Karen her raise? Board would like an evaluation done, Cindy is going to work on a
written evaluation form for the board to accept. Skip made a motion that Cindy and
Steve's name go on the application to inform me Chris second. Vote was 4-0.
6. Finance Committee Report – none
7. ACO – none

OLD BUSINESS:

1. Johnson Pit – Chris had nothing to report.
2. AA Position – Executive Session Title #1 Sec 405 #6A Personnel Issues(Discuss AA application) no Action.
3. Office\School Building – Update from Cindy June 25th, meeting
4. Revenue numbers for Tax Commitment/Budget – Motion by Steve second by Jim to accept Cindys numbers she presented. Vote 3-1 (Chris apposed) (Copy attached)
5. Town Attorney, estimates on Cindy Dunton – Chris, nothing to report
6. Town Sign down by the road – Tabled until building is resolved
7. Salt Shed update – Jim & Cindy no action taken
8. Haskell rd – Landowners want to assume maintenance of the road. Need a letter from them to the Town stating that.

NEW BUSINESS:

1. Maine Surplus – Claude(no action taken)
2. Planning Board Computer/Monitor: setup mgt w/ Adrian – Claude(no action taken)
3. Volunteers/Boards sign up requirements – Claude(no action taken)
4. Personnel Policy – Claude correction about probationary period (no action taken)
5. Littlefield Bid opening – There were 13 bids opened summary sheet attached. The board is going to meet on 6\19\2012 at 6P.M. to go over the bids.
6. Jim made a motion Chris second to appoint Cindy for another 30 days and to pay her overtime for no more than 10 hours a week if she needs to work extra. Vote 4-0 in favor.
7. Chris made a motion to do away with the written minutes and just go with the audio. Motion died due to a lack of a second. Motion by Jim second by Chris to table this item vote 4-0 in favor.
8. Residents on Haskell Rd. would like to maintain the road.

Public Comment:

Selectmen's Closing Statements:

Adjourn: Motion by Skip second by Steve to adjourn at 9:35 P.M. Vote 4-0

Town of Newburgh
Selectmen`s Meeting Minutes
June 19, 2012

Roll Call: Stanley “Skip” Smith, Steve Burgess, Chris Yountz

Called to Order: 6:00 pm

New Business – Review of bids for Littlefield Rd work. Skip moved, Steve seconded, to accept the bid from FC Work and Sons, Inc.

Approved 3-0.

Adjourn: 7:00 pm. Skip moved, Steve seconded. Approved 3-0

Selectmen Minutes

Town of Newburgh

Date: 6/25/2012

Called to Order: 7:00 P.M.

Roll Call: x__ Steve Burgess_x_ Claude Bolduc_x_ Stanley Smith

x James Hopkins __x_ Gene Yountz

Warrant: #55 \$23,237.95 Motion by Steve second by Chris to accept. Vote 4-1 in favor. #56 \$160.00 Motion by

Steve second by Chris to accept. Vote 5-0 in favor. Motion by Steve to allow Cindy to sign the check from warrant

56 and release with 1 signature second by Chris Vote 5-0 in favor.

Minutes – 6/11 Motion by Steve second by Chris to accept as written Vote 5-0 in favor.

6/18 Motion by Steve second by Chris to accept as written Vote 5-0 in favor.

6/19 Motion by Steve second by Chris to accept as written Vote 5-0 in favor.

Department Report:

1. Fire Dept. – Glen presented a design for the new addition to the Fire Station. His next step is to get approval from the Fire Marshall's office. Glen reported that they had 2 calls an accident at the corner of RTE#9 and the Miles rd. and the had an ATV accident victim taken by life flight on Sunday.
2. First Responders Dept. – See Fire Dept. Report
3. Road Foreman – No report
4. Administrative Assistant – none
5. Cindy's Report – Written Evaluation form, Board agreed to allow Jim to perform the Employee Evaluations.
6. Finance Committee Report – none
7. ACO – none
8. Assessors Agent – Herb presented the board with a calculation form and there were 2 adjustments add the 2,500.00 as an expense and add 1,000.00 to the revenue side for GA. The mil rate will be the same as last year 13.26.

OLD BUSINESS:

1. Johnson Pit – Motion by Skip second by Claude to have Chris get in touch with Ed Bearor and send the Johnsons a letter and explain this is the plan we have will they accept? Vote 5-0
2. AA/Manager Position – Motion by Chris second by Jim to put the Town Manager position out as soon as possible. Vote was in favor. Vote 3-2
3. Office\School Building – Cindy(Executive Session MRSA 1 Sec. 405 6/ C Real estate) 405 6/a/1 Personnel issues. Steve made a motion 9:30 P.M Out 9:50.

4. Town Attorney, estimates on Cindy Dunton – Chris explained that he had not heard back from Eaton Peabody on an estimate but Ed Bearor would do it for 500.00. Motion by Claude second by Jim to have Ed Bearor do the work with the understanding this was it, there would be no more money spent on the Cindy Dunton issue. Vote 4-1

5. Town Sign down by the road – Tabled until building is resolved (no action)

6. Salt Shed update – Cindy on the electrical There was a Motion by Jim and second by Steve to allow Cindy to negotiate to get what electric work done with the budget that was left in the account. Vote was 5-0 in favor.

7. Employee Probationary policy update

8. Littlefield Rd. Bids –Skip (revisit the decision) – Motion by Claude second by Chris to revisit the bids.

Vote 5-0.

9. Meeting Minutes – There was discussion but no support in changing to just audio only.

NEW BUSINESS:

1. Maine Surplus – Claude said to take this off
2. Planning Board Computer/Monitor: setup mgt w/ Adrian – Board recommended to Adrian that they get a new computer instead of trying to use the old ones in the office. Claude is going to work with the planning board to get them a new computer.
3. Volunteers/Boards sign up requirements – Claude(tabled)
4. Committee Name to cover Building addition Volunteers –Motion by Skip second by Claude to have the Construction Committee and have 20 vacant slots to fill. Vote 5-0
5. Selection of new board chair – Claude made a motion to nominate Chris as the new Chairman of the Board for the next 2 months Jim second vote was 4-1 against in favor.
6. Agenda Template – Claude (tabled) Claude gave samples for the next meeting.
7. Staff Timesheets – Claude made a motion to keep track of their time & Duties on a daily basis as to how much time they spend doing different tasks. Administrative, Treasurer, Clerk ect. Chris second Vote 4-1 (Steve).
8. Selectmen meeting Policy –Claude (tabled) Claude gave samples for next meeting.
9. Staff Evaluations – Jim is going to do them
10. Trundy Rd Clean up – Steve made a motion to have Al Babcock go fix the Trundy road for the amount of \$850.00. Claude second vote was 3-2. Also motion by Steve to hire Al Babcock to push up the ditching material at the salt shed for 310.00 Jim second. Vote 5-0 in favor
11. Walmart card Status – Chris (no action)
12. Sexton – Job Description – ad – Chris (tabled) Jim made a motion to put an ad in the paper for sexton Chris second .Vote 5-0 in favor.
13. Cemetery Committee Duties – Chris (tabled)
14. Snow Plow Contract – Chris (tabled)
15. Changing to a different Bank –Chris (tabled)

16. Policies – Chris (tabled)

17. Town Report Getting started – Chris made a motion to start ASAP Steve second. Vote 5-0

Public Comment:

Selectmen's Closing Statements:

Adjourn: Motion by Chris second by Steve to adjourn at 9:55 P.M. Vote 5-0

Town of Newburgh Selectmen's Meeting minutes July 2, 2012

Attending Selectmen: Chris Yountz, Jim Hopkins, Claude Bolduc, Steve Burgess, Stanley Smith

Public Attendees: Linda Hamilton, Steve Porter, Lou Chamberland, Kelly Hamilton, Gary Woolsen

1. Meeting called to order at 7:00 pm
2. The recorder was full and unavailable to record the meeting. Chris made a motion, seconded by Jim, the Lou Chamberland take minutes. Vote was 5-0
3. No Warrants to review
4. Minutes of June 25, 2012: Chris made a motion, seconded by Steve that the minutes be accepted. Claude requested several changes to the minutes:
 - The mil rate was set at 13.26
 - In Old Business, the employee probationary update should be 1 item down.

Minutes are to be updated and voted on at the next Selectmen's meeting. Also noted was that changes need to be made to the June 11, 2012 minutes. These will be voted on at the next meeting as well.

Department Reports:

1. Fire Dept: Linda Hamilton reported on activity in June
2. First Responders: Kelly Hamilton reported that 11 patients were treated in June, and that the First Responders license has been renewed.
3. Road Foreman: No report
4. Cindy's report: No report
5. Finance Committee report:

Jim expressed concern about the resignation of two committee members and the purpose of the committee. His understanding was that the committee was going to act as a check and balance until the Town hired an Administrative Assistant and Cindy did not hold all the positions of Town Clerk, Treasurer, and Tax Collector. He also expressed concern about paperwork being taken out of the Town Office, and stated the need to be respectful of Cindy in requesting information.

Selectmen agreed that no paperwork should be out of Cindy's direct supervision.

Lou pointed out that the Finance Committee being a temporary committee was never part of the discussion in setting up the committee and many towns have Finance Committees that also function as budget committees and audit committees. If committee members had the understanding that the Finance Committee was a temporary committee it had to come from their conversations with the Town Office and not from the approved Committee description.

Concerns about the role of the Finance Committee have been raised by Committee members as well regarding the term "oversight". Committee members feel that the Selectmen are charged with the responsibility of overseeing the finances of the Town and cannot pass that responsibility to a committee.

Chris Henderson has expressed an interest in being on the committee. Lou will call her

and confirm this.

Motion made by Chris, with Jim seconding, that the committee description be changed to remove the term “oversight” and replace it with “reviewing”. Passed 5-0.

Motion made by Chris, seconded by Claude, the following language be added to the Committee description at the end of the last sentence: “at their convenience not to exceed 5 business days”. Passed 5-0

6. ACO report:No report
7. Assessors Agent:No report

Old Business:

1. Johnson Gravel Pit:

Chris met w/ Ed Bearor who agreed to draft a letter to Sandra Johnson stating what the Town has to do in order to close the gravel pit. Ed would like a copy of the contract, the plan developed, and the ordinance before writing the letter. Chris will deliver the materials to Mr. Bearor tomorrow.

Linda Hamilton volunteered to review Selectmen’s minutes from 2006 to see if the contract was ever approved by the Selectmen. The contract is dated May 22, 2006.

2. AA/Manager Position:

- Selectmen voted at the last meeting to re-advertise the position. No ad was available for review.
- Claude spoke with Glenn Aho, former town manager of Auburn, who is willing to meet with Selectmen and discuss providing services to assist them in finding and Administrative Assistant and providing guidance until someone is hired.

It was pointed out that Mike Crooker who lives in Newburgh and is Town Manager of Glenburn might also be available to provide guidance to Selectmen. Item tabled until the next meeting to allow Selectmen time to do research.

- Discussion about the AA job description: The Town of Newburgh’s Town Manager job description was not available. Selectmen requested that the Town’s job description be given to Selectmen before the next meeting.
- Discussion about a Town ordinance that would allow Selectmen to retain the authority to hire and fire Town employees. Tabled to a future meeting.

3. Office/School Building:No discussion

4. Town Attorney estimates on Cindy Dunton:

- Eaton Peabody has never returned Chris’ calls.
- Ed Bearor is willing to conduct a nationwide asset search, review the promissory note, and look into the MMA bond for \$500. Selectmen agreed to have Ed Bearor proceed. He requested a copy of the promissory note and the courts’ judgment which Chris will deliver tomorrow.

5. Town Sign:No discussion

6. The number 6 was skipped on the agenda.

7. Salt Shed Update:

- The bill for the electrical work is over \$3000. Only \$900 is left in the Salt Shed appropriation account. The electrical problem was discovered after the salt and sand were moved out of the salt shed and involves safety issues.

Claude made a motion, seconded by Chris, that Will Brown be used to repair the electrical system at the Salt Shed; that the \$900 remaining in the Salt Shed appropriation account be used for this work with the remaining \$3000 coming out of overlay as this was an unanticipated expense; and that in the future these types of discussion be held at Selectmen's meetings and not through email. Passed 4-1, with Steve opposed.

- Skip stated that he feels our plow contractor should provide sand because of concerns that if our sand is used it could cost the town if the sand caused an equipment breakdown, for example a rock breaking a chain..

8. The number 8 was skipped on the agenda.

9. Littlefield Road Bids:

- Skip called the firm awarded the contract at a previous Selectmen's meeting. He is fine with the bids being reviewed and the decision on the award being possibly changed.
- The low bid was Wellman Paving. Wellman Paving has done good work for the Town in the past, is a responsible contractor, and meets the criteria outlined in MMA's bid contract review process.
- Steve states that Selectmen are allowed to choose from the three lowest bidders

in awarding the contract.

- Chris explains that there are no stipulations in the bid that would disqualify other bids.
- Claude reads the contract/bid legal language and concludes that Selectmen have a responsibility to award the bid to the lowest qualified bidder.
- Skip made a motion, seconded by Jim, to award the Littlefield Road repair project to Wellman Paving for \$42,974. Passed 4-1, Steve opposed

Other Road discussion:

- Claude recommends getting the bid for the Dahlia Farm road project together.
- Brent would like to discuss shouldering on the Chapman and North Roads and how to fix the Lindsay road.
- Kelly Hamilton suggests packaging all the bids which would perhaps get us a better price. Claude states that this will be possible once the road plan is complete.
- Selectmen asked that Brent be asked to attend the next Selectmen's meeting and come prepared with recommendations for which road projects to concentrate on.
- Skip will contact Brent and ask him to come to the next meeting prepared to give suggestions and offer direction to the Selectmen. Selectmen agreed to have Brent as the first item on the agenda.

New Business:

1. Volunteer sign up requirements:

Discussion about whether potential volunteers are required to call the Town Office to express their interest. Claude suggests that volunteers should not be required to call the office as long as they notify either the Committee chair, the Selectmen, or the Town Office to express their interest in being appointed to a committee. Claude will draft a policy for review at the next meeting.

2. Agenda Template: Tabled
3. Selectmen meeting policy: Tabled
4. Cemetery Committee Duties: Chris has a copy of what the duties are. Selectmen request that they be given a copy, and that a copy be given to the Sexton.
5. Snow Plow contract:
 - Skip prefers that we have two trucks plowing.
 - Claude will prepare a draft of the contract for the next meeting; Steve will work with Claude on the contract. The snowplowing contract will be combined with the salt and sand contract with a specific date for when the salt and sand are to be put up.
 - Steve Porter requests that a clause be included in the contract stating that contractors will be responsible for any damage to mailboxes.
6. Changing banks: Chris introduced because Camden National does not provide copies of cancelled checks. Several people stated that Camden National does provide copies of cancelled checks. Tabled.
7. Policies: Tabled. Chris requests that his agenda items be put on the agenda as submitted.
8. Town Report: Chris has not started yet.
9. Eagle Security: Steve would like to obtain a report from Eagle Security from January to the present showing who and when people have entered the office. Selectmen request that Steve obtain a cost estimate and bring the issue to the next meeting.
10. Select Board rules:
 - Steve poses the questions “How should the Selectmen hold themselves accountable?”, for example not removing papers from the office or bringing citizens into the Town Office.
 - Jim suggests waiting until we have an AA to develop a policy and including staff in the discussion.
 - Claude states that Maine State Statutes cover ethics and so does the MMA manual for Selectmen.
11. Wellman Paving:
 - Wellman had stated at the last meeting that he had not been paid for 60 days after completing the work last year.
 - Steve passed out Wellman’s invoice dated 9/20/11, a copy of a check dated for the 9/23 Warrant, and a copy of the cancelled check dated 10/3 to show that he had been paid timely.

Public Comment:

- Linda Hamilton asks if a newsletter is coming out soon. Community calendars are

now available and citizens need to be notified.

- Steve Porter points out that Selectmen voted to advertise for a Sexton and that Cindy has not placed the ad. Chris will try and get it in the paper soon.

Selectmen's Statements:

- Chris is updating the web site. Web site address is: newburghmaine.com
- Jim informs Selectmen that their new email accounts are case sensitive as to names and passwords.
- Jim informs the Board that staff have completed their self-evaluations. Jim will be meeting with them individually and will provide a report to the Selectmen.

Chris makes a motion to adjourn the meeting at 8:55, Steve seconded. Passed 5-0

Submitted by:

Lou Chamberland

Selectmen Minutes

Town of Newburgh

Date: 7/9/2012

Called to Order: 7:03 P.M. by Chris

Roll Call: ☒ Steve Burgess ☒ Claude Bolduc ☒ Stanley Smith

☒ James Hopkins ☐ Gene Yountz

Warrant: No Warrants

Minutes – 6/25, Motion by Claude second by Steve to accept with changes, and fix Margins. Vote was 5-0. 7/2 was tabled until everyone had a chance to read.

Department Report:

1. Fire Dept. – none
2. First Responders Dept. – none
3. Road Foreman – Brent discussed road projects with the board and they all agreed to the following in order:
 1. Cutting Shoulders on all the Tar roads.
 2. Culverts & Bad spots for the Lindsey Rd.
 3. Dahlia farm rd. Culvert
 4. Littlefield Culverts

Brent is going to get quotes and come back to the board.

4. Cindy's Report – Board agreed to have Galen Hamilton act as our addressing officer for 911.
5. Finance Committee – Lou explained that Chris Henderson was not interested in serving on the Finance

Committee due to family obligations. Lou also presented a revised Finance Committee Description. Jim made a motion to accept with the following changes, Omit the word other and change it to financial records and on the last line change it to Treasurer/Tax Collector. Chris second Vote 5-0 in favor.

6. ACO – none
7. Assessors Agent – Cindy presented abatement application and Veteran's exemption application for signatures,

The selectmen will review the minutes to see which abatements had been approved.

OLD BUSINESS:

1. Johnson Pit – Chris (no report) Chris is going to call Ed Bearor.
2. AA/Manager Position – Claude is going to call Mike Crooker and see if he is interested in helping the Town Of Newburgh with the hiring process. He is going to work on Job Description.
3. Office/School Building – Tabled until September
4. Town Attorney on Cindy Dunton – Chris, (no report)

5. Town Sign down by the road – Tabled until building is resolved
6. Salt Shed update – Cindy called Will Brown and he will be starting in the next week.
7. Volunteer sign up policy – Motion by Skip second by Chris to accept as written 5-0 in favor. (Copy attached)
8. Eagle Security Report: Steve has not contacted them.

NEW BUSINESS:

1. Agenda Template – Steve made a motion Jim second to not discuss or change the current agenda layout.

Vote was 2 in favor 3(Skip & Claude & Chris) were against.

2. Selectmen meeting Policy –Claude (Skipped over)
3. Snow Plow Contract – Claude presented a draft to the Selectmen and Brent to review. Selectmen agree to send it to Ed Bearor for review. Claude will e-mail a copy of the contract to Chris & Jim.
4. Changing to a different Bank –Chris said to take this off agenda.
5. Policies – Chris said to take this off agenda.
6. Town Report Getting started – Chris is going to come in on Friday and work on the Town report.
7. Sign Tax Commitment Papers - signed by the majority of the board.
8. Haskell Road – Selectmen also agreed to have Ed Bearor review a request from a resident on the Haskell rd.

Request is for the town to allow this resident to take over summer & winter maintenance of this road.

Public Comment: Steve Porter asked why there was no ad for a Sexton yet? Chris is going to put an ad in the paper

for a Sexton Chris is going to put an ad in. Cindy is going to call Unitel about the listing in the directory. Steve Porter

and Linda Hamilton raised an issue about Cemetery Mowing Contractor driving over Stones and damaging them.

Larry Emery asked why there are vehicles at the Town Office after the office is Closed, he also asked if there was a signup sheet in the office.

Selectmen's Closing Statements:

Adjourn: Motion by Chris second by Jim to adjourn at 8:55 P.M. Vote 5-0

Town of Newburgh July 16, 2012 Selectmen's Meeting Minutes

Attending: Chris Yountz, Steve Burgess, Claude Bolduc, Skip Stanly, Jim Hopkins

Meeting called to order at 7:01

Warrants:

Warrant #59 approved for \$106915.11 on a motion made by Chris and seconded by Steve. Passed 5-0

Minutes:

July 2, 2012 minutes: Chris made a motion to accept the minutes with amendments, seconded by Steve. Passed 5-0

July 9, 2012 minutes: Claude had numerous changes to the minutes and passed out his corrections. Motion made by Chris, seconded by Steve to table the minutes until the next meeting. Passed 5-0

Department Reports:

Road Foreman:

1. Working on getting quotes for ditching. Brent would like to ditch 100-200 ft. of the Flynn road, which is a discontinued road, because the run-off is affecting the Chapman road. Claude will call MMA to see if the Town can work on a discontinued road if it is affecting a public way without affecting the discontinued status of the road.
2. Chris asked that Brent be available next week with recommendations for the Selectmen. He requested that quotes be made available to the Selectmen as soon as they are received to all time for review.
3. The traffic count should be available this week.

Cindy's Report: No report. The Sexton ad has been placed.

Finance Committee Report:

The Committee has draft recommendations for the Selectmen along with a checklist of what should be reviewed monthly. Lou Chamberland passed out the recommendations and asked for time on the next meeting's agenda for the Selectmen to approve the recommendations after they have had a chance to review the recommendations and the Town's Internal Control policies.

Chris made a motion, seconded by Steve, that the recommendations from the Finance Committee be tabled until next week. Passed 5-0

Assessor's Report:

Claude brought up the issues related to the errors on the tax bill that recently was mailed out. He contacted MMA who recommended sending a new tax bill or a letter to property owners outline the errors.

The errors include:

- No interest rate is listed, and no start date for the interest rate is listed.
- The percentages required by law for education, municipal, and county tax are not correct.
- The tax bill says that "you tax bill would have been 168% higher without State aid to Education". It should say 62% higher.

Claude made a motion, seconded by Chris, that a letter of explanation be sent to taxpayers. Passed 5-0.

Claude will draft the letter for the Selectmen review at their July 23rd meeting.

Old Business:

1. Johnson Pit: Chris have information from Ed Bearor this week.
2. Administrative Assistant position: Claude request an executive session at the end of the meeting to discuss personnel issues.
3. Salt Shed – no report on progress

New Business:

1. Snow Plow contract: Claude passed out a draft snow plow contract for feedback from the Selectmen. He asked Selectmen to review and post comments in his mailbox for final review next week. Suggestions from Selectmen include:
 - Having sand purchase as part of the contract be optional and that it be put out to bid after the contract is finalized. We presently have 400 yards of good sand and 1000 yards of “junk”. Linda Hamilton handed out the minutes from last year regarding the sand contract.
 - Some changes in equipment
 - A more accurate description of roads to be plowed than identifying them by someone’s house. Skip will talk to Brent about verifying the descriptions of road to be plowed.
2. Town report: Chris has set up a template.
3. MMA Ballot: Mike Crooker, a Newburgh resident and town manager of Glenburn, is nominated for the 2012 MMA Policy Committee. The ballot must be returned by July 31. Selectmen signed the ballot.
4. Salary Survey: Chris and Cindy will fill in the salary survey and return to MMA.
5. URIP report: Steve will complete this report and send it in.
6. Renewing Cindy’s employment: Will be discussed in Executive Session
7. Steve informs the Board that Cindy Dunton is being transferred to the York County Women’s Reentry Center as the Bangor center is closing.
8. Selectmen signed applications for Veteran’s exemptions and for Homestead exemptions.
9. Abatements: Abatements were presented to the Selectmen for signature. These abatements were approved last year but never signed. There was some confusion about Herb Dickey’s recommendations. Selectmen signed the abatements with Skip abstaining.
10. Cemetery Mowing: Chris talked to the mower and asked him to be more careful in going over stones. Scott Porter and Linda Hamilton informed the Selectmen that the flags marking plots at Brookside Cemetery have been pulled.
11. Questions were raised by the public about whether the Vineo’s were current in their payments to the Town. Selectmen will investigate.
12. Linda Hamilton asks that Chris post on the Town web site that calendars are available at the Town Office.
13. Motion to go into Executive Session at 8:43 pursuant to Title 1, Section 405-8 to discuss the Administrative Assistant position and Cindy’s employment renewal.

14. Meeting reconvenes at 9:21: Motion made by Chris, seconded by Skip to recess until 7:00pm on Tuesday, July 17 in order to meet with Frances Grey to discuss the possibility of his taking the Administrative Assistant position. Passed 5-0.

Submitted by:

Lou Chamberland

Tuesday, July 17, 2012

Meeting reconvenes from July 16, 2012.

Motion made to go into Executive Session to meet with Frances Grey.

7-17-2012 called to order at 7:06 P.M.

Chris made a motion to go into Executive Session 7:05 P.M – Title #1 Section #1- 405-6-A (Personnel Matters) Steve second. To talk to Francis Grey. Back at 9:00 P.M. Chris made a motion to hire Francis Grey as interim AA\ Treasurer at a rate of 20\$ per hour for 30 hours per week and all dependent on a letters offered to those terms, Claude second. Vote was 4-1 abstained (Steve).

Motion by Skip second by Chris to adjourn at 9:06 P.M. Vote 5-0

Selectmen Minutes

Town of Newburgh

Date: 7/23/2012

Called to Order: 7:00 P.M.

Roll Call: _x_ Steve Burgess _x_ Claude Bolduc _x_ Stanley Smith

x James Hopkins _x_ Gene Yountz

Warrant: #62 \$8,927.46 Motion by Chris second by Steve to accept. Vote was 5-0 in favor

Minutes - 7/9 Motion by Chris second by Steve to accept with the amendment that the vote on #1 on New Business

Be changed to 2 in favor and 3 against (Skip, Chris & Claude) motion failed. Vote was 4 in favor 1 abstained (Jim).

Minutes for 7\16 Tabled

Department Report:

1. Road Foreman – Welman will be starting August 6th but he needs to have signatures first. Skip is going to call him and ask about the ditching material before anything is signed. Brent has estimates for shouldering the other roads. Chris made a motion to hire M.J. Construction to do the shoulder work Steve second the motion. Vote was 5-0 in favor. Copies attached. Motion by Claude to allow Brent to hire Bernard Ginn to take out the beaver dams on the Littlefield rd. Skip second. Vote was 5-0 in favor. Brent ask about doing the potholes on the Lindsey rd. Brent is going to call Witham's and get a price. Brent asked if we could put down some more calcium. Jim made a motion for Brent to apply calcium to the roads Chris second. Vote was 5-0 in favor.
2. Cemetery Committee – Steve Porter explained that the designs that came back from CES were not what was agreed on in the contract. Skip is going to call and speak to them.
3. Finance Committee – Tabled discussion on the committee report until next meeting.

OLD BUSINESS:

1. AA Position – Francis Grey presented an employment contract that he had come up with. Jim & Claude questioned portions of the contract. Chris made a motion to submit it to MMA for an opinion Claude and Steve second. Vote was 5-0 in favor.
2. Sexton Position - Executive Session MRSA 1 Sec. 405 6/a/1 Personnel issues. Chris made a motion to go in to session at 9:55 Steve second Vote was 5-0 in favor. Back from session. Chris made the motion to hire Butch Trojano as the Sexton Steve second. Vote was 5-0 in favor.

NEW BUSINESS:

1. Selectmen meeting Policy –(Claude) Tabled
2. Snow Plow Contract – Ad (Chris) Tabled for corrections and MMA opinion.(Copy attached)
3. Status of Bob Veinote Tax Payments – (Chris) Chris made a motion to send him a letter Steve second.

Vote was 4-1 (Skip).Cindy is going to send him a default letter.

4. Office Hours – (Chris) Tabled
5. Fireworks Ordinance – (Chris)Tabled
6. Safe Combination –(Chris) Done
7. NIMS Certification –(Chris) Done
8. Selectmen’s Class who needs to go – (Chris) No action
9. Post Cards for Tax Bills - (Chris made a motion to accept the Template Steve second vote was 5-0. Claude is going to get them out.

Public Comment:

Selectmen’s Closing Statements:

Adjourn: Motion by Chris second by Steve to adjourn at 10:00 P.M. Vote was 5-0.

Selectmen Minutes
Town of Newburgh

Date: 7/30/2012

Called to Order: 7:02

Roll Call: _x_ Steve Burgess _x_ Claude Bolduc _x_ Stanley Smith
x James Hopkins _x_ Gene Yountz

Warrant: #63 \$ 8,899.58 Motion by Chris second by Steve to accept. Vote 5-0 in favor
Minutes – 7/16 Motion by Chris second by Steve as written. Vote 5-0 in favor. 7/23 Chris made a correction to omit his name from old business as to helping Francis Grey write his contract and Bob Veinote name was miss spelled.

Chris then made the motion Steve second to accept with those corrections. Vote 5-0 in favor.

Department Report:

1. Road Foreman – Brent introduced Phil Curtis from Maine Local Road Center. Mr. Curtis explained that he would be assisting Brent in gathering data to input to the RSMS program to better maintain and keep track of the maintenance of the town roads. Scott Preston asked if the board had anything signed to move forward with the Littlefield project. Scott informed the board that he could not take the quote back to the office but he would like to see it done before the shareholder meeting on Wednesday morning. The Board signed the quote and the unforeseen work estimate. Scott told the board they were scheduled to start the week of the 6th, of August. Brent would like to get the grader again, and he has spoken to Randy Gardner about using him he has a calcium spreader. Skip is going to get in touch with Kurt Taylor and line him up. Skip made a motion to allow Randy Gardner to spread calcium and to use the calcium we have on hand and purchase the rest from Randy Gardner. Steve Second, the vote was 5-0 in favor. Skip made a motion to ditch the Littlefield rd from Severance To Kennebec rd. Chris second. Vote was 5-0 in favor. Motion by Chris to hire Witham paving to repair the pot holes on the Lindsey Rd. Steve second the vote 5-0 in favor.
2. Finance Committee – Policy Recommendations attached with all the adjustments to be made. Final Copy with adjustments to be presented at the next meeting.
3. Cindy's Report – Yard Sale, Cindy explained about a yard sale at the High School she ask if she could get permission to go and gather some items of use to the town. Training Classes, Motion by Chris second by Jim to allow Cindy to attend the Trio Training on August 14, on Check Rec. and to go to the Yard Sale and get what she can that she thinks we might have need for. Vote 5-0 in favor.

OLD BUSINESS:

1. AA Position – Sign Employment agreement Motion by Chris to go into executive session MRSA 405 section 6 Personnel issues. No time mentioned. Came out of session at 11:22 P.M. Board has decided to advertise for a Town manager.

NEW BUSINESS:

1. Selectmen meeting Policy –(Claude) Tabled
2. Snow Plow Contract – There was motion by Chris second by Claude to accept with noted changes . (Copy with changes attached) and to run an ad in Thursday, Friday & Saturday of this week pending Approval of the ad. 4 in favor 1 no vote (Jim).

3. Office Hours – (Chris) Chris said to take off the agenda
4. Fire Works ordinance- no action

Public Comment:

Selectmen's Closing Statements: none

Adjourn: Motion by Chris second by Steve to
adjourn at 11:27 P.M. Vote was 5-0 in favor

Town of Newburgh
Selectmen`s Meeting Minutes
August 6, 2012

Roll Call: Steve Burgess, Claude Bolduc, Stanley Smith, James Hopkins, Gene Yountz

Called to Order: 7:00 pm by Chris Yountz

A/P Warrant - #66, \$201,760.68. Moved by Chris, seconded by Steve, approved 5-0
Minutes - None

Department Reports –

Road Foreman - Skip reported on behalf of Brent Burgess. Consensus to ditch the Littlefield Rd. from the Winterport town line, and use whatever money is left on the Lindsey Rd. Moved by Chris to hire MJ Construction to finish the culverts on the Lindsey Rd., then bring in Lane Construction to pave. Approved 5-0.

Sandra Johnson asked for and received clarification of the town plans for the gravel pit.

Fire Department & First Responders - Report from Glenn. Glenn requested that the town office staff not open mail addressed directly to him and the Board agreed.

Finance Committee – Tabled

Office staff report – Cindy reported. She asked to go to a TRIO class on bank reconciliations on August 14th. Jim moved to approve the training for \$90 for Cindy. Chris seconded. Approved 5-0.

Cindy gave the Board a report on Machias Savings Bank's proposal to be the town's bank. Jim moved to give the Bank ½ hour at a meeting, to compare what the town has now with what they could offer. Vote 3-2, motion failed.

Cindy asked about looking into accepting credit and debit cards, and doing Rapid Renewal on-line. She was asked to find out the cost of accepting debit and credit cards.

The SJ Rollins account of hours is overdrawn. Chris will look into it.

The ad for the plowing job did not end up in the newspaper. The deadline date for bids will need to change. The new deadline will be August 20th.

Old Business:

Rudman and Winchell letter regarding discontinued roads. The Board cannot discontinue the Haskell Rd – it has to be done at a town meeting.

Cindy Dunton issue – Rudman and Winchell said the town could foreclose, but wondered if it was worth it, since there are other creditors ahead of the town.

Bob Veinote taxes. He is now up-to-date on his scheduled payments.

Cemetery bill from CES. Skip is working on this.

New Business:

Selectmen meeting policy – Tabled for now.

Office hours – Tabled for now.

Fire works ordinance – Discussion about the need for one in Newburgh. Claude offered to write up a draft of an ordinance.

Assessor's return. This is a form to go with the county tax payment, that needs to be signed by the Board.

Public Comment:

Questions about the Johnson gravel pit. The town ordinance says it can be reclaimed, with part left open.

Claude would like to advertise for an AA/Town Manager. He asked to have this added to the agenda for next week. Chris will put a copy of what he wrote up in the Board's mailboxes.

8:42 pm motion to adjourn. Approved 5-0.

Town of Newburgh
Selectmen`s Meeting Minutes
August 6, 2012

Roll Call: Steve Burgess, Claude Bolduc, Stanley Smith, James Hopkins, Gene Yountz

Called to Order: 7:00 pm by Chris Yountz

A/P Warrant - #66, \$201,760.68. Moved by Chris, seconded by Steve, approved 5-0
Minutes - None

Department Reports –

Road Foreman - Skip reported on behalf of Brent Burgess. Consensus to ditch the Littlefield Rd. from the Winterport town line, and use whatever money is left on the Lindsey Rd. Moved by Chris to hire MJ Construction to finish the culverts on the Lindsey Rd., then bring in Lane Construction to pave. Approved 5-0.

Sandra Johnson asked for and received clarification of the town plans for the gravel pit.

Fire Department & First Responders - Report from Glenn. Glenn requested that the town office staff not open mail addressed directly to him and the Board agreed.

Finance Committee – Tabled

Office staff report – Cindy reported. She asked to go to a TRIO class on bank reconciliations on August 14th. Jim moved to approve the training for \$90 for Cindy. Chris seconded. Approved 5-0.

Cindy gave the Board a report on Machias Savings Bank's proposal to be the town's bank. Jim moved to give the Bank ½ hour at a meeting, to compare what the town has now with what they could offer. Vote 3-2, motion failed.

Cindy asked about looking into accepting credit and debit cards, and doing Rapid Renewal on-line. She was asked to find out the cost of accepting debit and credit cards.

The SJ Rollins account of hours is overdrawn. Chris will look into it.

The ad for the plowing job did not end up in the newspaper. The deadline date for bids will need to change. The new deadline will be August 20th.

Old Business:

Rudman and Winchell letter regarding discontinued roads. The Board cannot discontinue the Haskell Rd – it has to be done at a town meeting.

Cindy Dunton issue – Rudman and Winchell said the town could foreclose, but wondered if it was worth it, since there are other creditors ahead of the town.

Bob Veinote taxes. He is now up-to-date on his scheduled payments.

Cemetery bill from CES. Skip is working on this.

New Business:

Selectmen meeting policy – Tabled for now.

Office hours – Tabled for now.

Fire works ordinance – Discussion about the need for one in Newburgh. Claude offered to write up a draft of an ordinance.

Assessor's return. This is a form to go with the county tax payment, that needs to be signed by the Board.

Public Comment:

Questions about the Johnson gravel pit. The town ordinance says it can be reclaimed, with part left open.

Claude would like to advertise for an AA/Town Manager. He asked to have this added to the agenda for next week. Chris will put a copy of what he wrote up in the Board's mailboxes.

8:42 pm motion to adjourn. Approved 5-0.

Town of Newburgh
Selectmen`s Meeting Minutes
August 20, 2012

Roll Call: Claude Bolduc, Stanley Smith, Chris Yountz, Jim Hopkins, Steve Burgess

Called to Order: 7pm by Chris Yountz

A/P Warrant - #73- \$16,283.70. Motion to accept by Chris, second by Claude. Approved 5-0.

Minutes – 7/30/12 – Steve moved to accept, Skip seconded. Approved 4-1. 8/6/12 – Skip moved to accept, Steve seconded. Approved 4-1. 8/13/12 – Skip moved to accept, Claude seconded. Approved, 3 in favor, 2 abstained.

New Business -

Jan Rines visited from the Library Committee. The Library is planning a bottle drive and needs a copy of the town insurance for liability. The drive will be Sept 8, from 9am to 2pm at the end of the Town Office driveway. Skip moved to give Jan a copy of the town insurance, Claude seconded. Approved 5-0.

Vicki Haskell visited from Eastern Area Agency on Aging. She described their services. They want to have an open house in the gym, with a meal, for about 2 hours some evening in September, between the 21st and the 27th. She will contact the SAD to clear the date with them.

David and Cindy Prescott`s property on the North Rd. They believe that the number of acres they are being taxed for is inaccurate. Chris and Steve are going to come in this Thursday to meet with Herb, the tax assessor, and will ask him about this.

Department Reports –

Roads- The Board opened the 3 plow bids received by the town. The contract is for 3 years.

1. Kendall Davis, \$74,240 for plowing and \$18,000 for 2000 yards of sand, with the same price for each of the 3 years.
2. TGP Enterprises (Tim Richardson), \$78,000 for the 1st year, \$81,000 for the 2nd year, and \$84,000 for the 3rd year. No separate bid on sand.
3. Bill Gardner – Sand only. \$9.97/yard for 2000 yards, total of \$19,940.

Skip moved to hire Kendall Davis for 3 years to plow and put up the sand pile. Steve seconded. Approved 5-0. Kendall will come back next Monday to sign a contract. Chris said he would send letters to the other bidders.

A couple of people recommended a review of the building contract with the SAD about the plowing of the town hall driveway and parking lot.

Brent reported on a driveway culvert on the North Rd. that the town is responsible to

replace. The home owner would prefer to do the work himself and get reimbursed a set amount by the town. Chris moved to reimburse Mr. Lane \$1,000 to replace his culvert. Steve seconded. Approved 5-0.

Brent recommended hiring a D-8 from Sargent's to work on the Johnson Pit, at \$185 per hour, plus \$500 to move the equipment there and back. He estimated two 10-hour days. Chris moved to hire Sargent's to rough grade the pit. Steve seconded. Approved 5-0.

At 226 Lindsey Rd., Paul Clements reported a problem with electricity, and thinks it was the equipment working on the road that caused the problem. He'd like some or all of it to be reimbursed. A bill will be coming.

Brent made up a notice to inform Lindsey Rd. residents about a road closure later this week. He will go door to door on the Lindsey Rd. to give them the notice.

Finance Committee - Rosanna reported on the work she's been doing to review the bank reconciliations. The months of Jan-May, 2012 have been done. She has contributed recommendations to the financial policies and now is checking to be sure the policies are being followed. Her assessment is that the finances are in order.

Cindy asked about the Positive Pay process that the Board agreed to. It will cost \$30/month. It's an additional \$10/month because the town will be required to have on-line banking. Cindy wanted people to know that, under Newburgh's current system, it won't increase security on expenditures. Chris moved to spend an additional \$120 per year for on-line banking. Claude seconded. Approved 3-2.

Old Business:

Cemetery bill from CES – Skip spoke with someone at CES who said the bill is for the work they have done. The bill payment is on the warrant. The Board will look for someone to do further work.

AA/Town Manager - Job description is not yet done. Tabled till next meeting.

More New Business:

Selectmen meeting policy – Tabled

Trash pick-up on Jitterbug Lane – Various ideas were discussed and more research will be done.

Public Comment:

Did the lights in the salt shed get figured out? Yes.

Additional Finance Committee report from Lou Chamberland. They want to amend the policy about access to the safe to say that deputies would have access. Lou wants to set a date for a training for Board members to do bank reconciliations. Cindy should be there for it. It will be Thursday, Sept 6th at 6pm. It will need to be posted as a meeting.

9:16 pm motion to adjourn. Approved 5-0.

Town of Newburgh
Selectmen`s Meeting Minutes
August 27, 2012

Roll Call: Claude Bolduc, Stanley Smith, Chris Yountz, Jim Hopkins, Steve Burgess

Called to Order: 7:05 pm by Chris Yountz

A/P Warrant: #74, for \$34,415. Motion to accept by Chris, second by Claude. Claude made a motion to move the Rescue Dept bill from the Equipment account to the Overlay account, second by Chris. Approved 3-2. Vote on warrant approved 5-0.

Minutes: 8/20/12. Chris had a change in Dept Reports under Roads, second paragraph. Chris did not say he would send the letters to unsuccessful bidders, just that it was a good idea. Chris moved to accept with the above change, Steve seconded. Approved 5-0.

Department Reports:

Roads – Brent Burgess reported. They are still working on the Lindsey Rd, replacing pipes. Most of the grading has been done. There is a tank available for spreading liquid calcium, for \$200. Chris moved to buy the tank and supplies to plumb it for no more than \$300, Claude seconded. Approved 5-0.

The work at Johnson Pit is happening and is looking good. The Johnson family are all happy with the work.

The excavator hit an electric wire and telephone wire, which disrupted service to the home of a resident. MJ Construction will pay for repair if there is a bill.

Office Staff - Cindy asked when to start the Positive Pay, and what account to pay it out of. The Board said to take it out of Admin. Cindy asked about leaving a few hours early on Friday, Sept 7th. The Board was OK with that.

Old Business:

AA Job Description – The Board looked at a couple different ones, including one put together by Lou Chamberland. Claude says that in November the Board intends to present an ordinance to the voters giving the responsibility for hiring and firing of staff to the Board rather than a Town Manager. Skip made a motion to move on to the rest of the meeting, seconded by Steve. Approved 5-0.

New Business:

Selectmen meeting policy – Tabled.

Trash pick-up on Jitterbug Lane – Skip put in a call to Sullivan's, but hasn't heard back from him. Skip will also check with Ricky Witham about trash pick-up.

Fall Clean-Up – There is money budgeted for it. Skip will call Sullivan's to set it up for late September, early October.

Budget – Skip would like to have a Budget Committee. The Board supported the idea and gave Skip the go-ahead to organize it. They discussed the best way to budget for road work.

Employee Raises - Jim moved to go into Executive Session, in accordance with 405, Chapter (6)A. Steve seconded. Jim withdrew his motion until the Plow Contract gets signed.

Plow Contract – Skip moved to have the Board sign the Plow Contract with Kendal Davis. Jim seconded. Approved 5-0. However, the Contract requires that the Road Commissioners inspect Kendal's equipment first, by October 1st. The Board signed the portion regarding the sand pile, so Kendal can start that work.

Prescott's tax situation – Steve reported Herb Dickey reviewed the situation. The Board needs more information. The Prescotts will get the Board copies of the deeds.

Employee Raises. Jim moved to go into Executive Session, in accordance with 405, Chapter (6)A. Approved 4-1. The Board returned from Executive Session at 8:56 pm. Jim completed Cindy's evaluation on Friday, but did not get to Karen's. Jim moved to approve a \$.25 per hour raise for Cindy and a \$.50 per hour raise for Karen. Steve seconded. Approved 4-1.

SJ Rollins – Chris has been trying to reach Steve Rollins, but hasn't succeeded yet.

Public Comment:

Someone expressed concern about the safety of children coming up to the school grounds to play. She was referred to the SAD.

9:00pm, motion to adjourn by Claude, seconded by Jim. Approved 5-0.

Town of Newburgh
Selectmen`s Meeting Minutes
September 10, 2012

Roll Call: Claude Bolduc, Stanley Smith, Chris Yountz, Jim Hopkins, Steve Burgess

Called to Order: 7:00 pm by Chris Yountz

Board Chairman: Claude moved to have Chris continue as Chair for the next two months, Skip seconded. Approved 3-1, with one abstention.

A/P Warrant: #77 for \$32,614.27. Chris moved to approve, Jim seconded. Approved 5-0.

Minutes: 8/27/12 – Chris moved to accept, Jim seconded. Not everyone had a copy of the minutes. Jim proposed to table it until everyone had read them.

New Business:

Jitterbug Lane trash pick-up - Sullivan`s can do this for \$10 more each week, starting immediately. Chris moved to approve the extra \$10 per week to pick up trash at that address. Skip seconded. Approved 5-0.

Old Business:

Prescott property - The Prescotts brought in a copy of their deed. Cindy brought out a copy of a survey of their property that confirmed the number of acres the town has been taxing them for. Cindy is to present the information to Herb and get an opinion.

Department Reports:

Roads – Brent presented a proposal from Lane`s for paving Lindsey Rd, probably in the second week of October. Skip moved to sign the Lane`s proposal for \$102,000; Claude seconded. Approved 5-0.

Chris moved to approve \$7,500 for Witham Paving to do the shims and cover the culverts on the Route 9 end of Lindsey Rd. Skip seconded. After discussion, Skip moved to table the decision. Chris seconded. Approved to table, 5-0.

Johnson`s Pit - The closing of the pit is going well. Skip made a motion to hire Al Babcock to move fill from the salt shed to the pit for \$175 per hour. Chris seconded. Approved 5-0.

Office Report - The town has received an IRS penalty notice for 2010 for \$1,920. Claude offered to write a letter to ask the IRS to forgive the penalty.

Cindy asked about purchasing a portable scanner to help enter Registry of Deeds documents for the RSMS system (software for roads). Chris moved to purchase a scanner for no more than \$79.99. Claude seconded. Jim wants to find out if the Registry of Deeds has scanning capability before proceeding. Skip moved to table the question until next week. Chris seconded. Approved to table, 5-0.

Cindy asked if she can purchase a new coffee pot for the office. Claude moved to buy a coffee pot as recommended. Jim seconded. Approved 5-0.

The Positive Pay plan is being set up with the bank. The next warrant will include repayments to taxpayers who neglected to take the discount. MMA is looking for a delegate for their annual business meeting.

Finance Committee - The meeting they had planned was re-scheduled to Wed, Sept 26 at 5pm. The training session for the Board will be rescheduled to Oct 4 at 6pm.

More Old Business:

AA Job Description – The Board looked at a revised description. Chris moved to accept it as written, Claude seconded. Approved 4 -1.

More New Business:

Selectmen's Meeting Policy – Claude passed out for review a revised policy proposal, and criteria for writing an ordinance to allow the Board to hire and fire staff.

Fall Clean-Up – Skip moved to have it Oct 27th, Chris seconded. Approved 4-0.

Budget Committee – Tabled.

Code of Ethics Policy – Jim circulated Hampden's version for review.

Public Access Officer – A new law requires an officer in each town. Cindy recommended that Karen be appointed. Claude moved to appoint Karen PAO for the town of Newburgh. Approved 5-0.

Update on Cindy Dunton - She is being released Oct 12th on probation.

Public Comment:

There was feedback on the Assessor. Kendal asked about how much winter sand/salt should be put in the shed. Skip moved to have Kendal fill the shed with another 500 yards of sand at \$9/yard; Claude seconded. Approved 5-0.

Executive Session - Chris moved to go into Executive Session at 9pm. Steve seconded. Approved 5-0. Returned at 10:20 pm. They have 8 candidates to call for interviews for the AA position.

Motion to adjourn: 10:20 pm by Chris, Claude seconded. Approved 5-0.

Town of Newburgh
Selectmen`s Meeting Minutes
September 24, 2012

Roll Call: Stanley Smith, Claude Bolduc, Chris Yountz, Jim Hopkins, Steve Burgess

Called to Order: 7:00 pm by Chris Yountz.

A/P Warrant: None

Minutes: 9/17/12. Jim moved to accept the minutes as amended, Steve seconded. Approved 4-0.

Department Reports:

Roads – Brent and Skip did a summary of road work and costs. Skip moved to go with Phase 2 on the Lindsey Rd, with Lane Construction to do the work; seconded by Steve. Approved 5-0. The roof of the sand/salt shed has been patched. Skip moved to have Babcock Construction put gravel on the Lindsey Rd as needed, prior to reclaiming, up to \$4,500. Jim seconded. Approved 5-0. Skip moved to hire Witham Paving to do the shim on the North Rd. for \$1,835 and to approve Witham Paving doing 5 cross pipes, not to exceed \$5,665. Jim seconded. Approved 5-0. Jim moved to accept the Lyford quote for \$3,200 to seed the Johnson pit. Steve seconded. Approved 5-0. Kendal's equipment needs to be inspected in order for the plow contract to be signed.

Office Staff – The town received a Worker's Comp dividend check from MMA. Cindy will be going to an Elections training Wednesday and Thursday. She went through a training last Friday with Camden National on the Positive Pay process. Cindy and Karen would like to send Karen to an Elections training October 11 in Augusta. Claude moved to approve the training, Steve seconded. Approved 5-0. The town received a survey from Victim Services. The Board asked Cindy to fill it out and return it. Cindy has a sample ordinance exempting Active Duty military from excise tax. It has to be passed by the town. Cindy will pass it on to the Planning Board.

Assessor's Report – Herb Dickey submitted a list of recommendations. Claude moved to accept recommendation #1, but asked that Herb verify the figures first. Skip seconded. The Board reviewed the rest of the list, and one addendum, and found them all acceptable.

Old Business:

Selectmen's meeting policy (Claude) - The Board and members of the public gave feedback on Claude's proposal. He'll work to incorporate suggestions.

Code of Ethics policy (Jim) - There was some discussion. Jim moved to table. Skip seconded it.

Budget Committee (Skip) - Skip is continuing to check with people to see who

would be interested in serving.

New Business:

IRS letter (Claude) – The Board reviewed and approved a proposed letter regarding abatement of penalties for the town.

Newsletter (Claude) – The Board reviewed a one-page flyer to go out by the end of the week to announce the fall clean-up and the household hazardous waste collection. Jim moved to approve the one-page flyer. Steve seconded. Approved 5-0. Claude presented a proposal for a full-length newsletter, with a target date of November 1st. The Board discussed a proposed newsletter item regarding people emailing and calling in transactions for the staff to do in advance for them to pick up. Cindy explained why that would be impossible with electronic procedures requiring cash out at the time of the transactions.

Executive Session: Chris moved to go into Executive Session per MRSA 405(6a) at 8:45 pm. Jim seconded. Approved 5-0. Meeting called back to order at 9:34 pm. The Board has 7 candidates to interview at varying time.

Public Comment:

Motion to Recess: Chris moved to recess until Thursday at 6:00 pm. Jim seconded. Approved 5-0.

Town of Newburgh
Selectmen`s Meeting Minutes
October 1, 2012

Roll Call: Stanley Smith, Claude Bolduc, Chris Yountz, Jim Hopkins, Steve Burgess

Called to Order: 5:55 pm by Chris Yountz.

Executive Session: Chris moved to go into Executive Session per MRSA 405(6)(a), for interviews for the AA position. Approved 5-0. Reconvened 7:16 pm.

Executive Session: The Board went back into Executive Session per MRSA 405(6)(c) (d), to discuss the town office building. Reconvened at 8:12 pm. Rick Lyons gave the Board some options on use of the building. The Board will compile the information and present it to the town.

A/P Warrant: #81 for \$21,350.09. Chris moved to accept. Steve seconded. Approved 5-0.

Minutes: 9/24/12. Tabled till next meeting.

Department Reports:

Roads - Chris moved to allow Al Babcock to use his discretion in regards to adding a third truck for transporting the gravel for the Lindsey Rd. Jim seconded. Approved 5-0. Kendal will be ready to have his trucks inspected in the next week or two.

Johnson pit – It has been seeded. Chris will try to reach Sandra to have her come look at it and sign off on it.

Town office staff - Cindy brought up improving customer service in regards to accepting credit/debit cards, Rapid Renewal, and registering dogs and boats on-line. The Board agreed to have Cindy gather more information about costs.

Old Business:

Selectmen`s meeting policy (Claude) – Claude still needs to incorporate a few changes, then bring it back to the Board.

Code of Ethics policy (Jim) – Tabled.

Budget Committee (Skip) - Still looking for possible members.

Newsletter (Claude) - Tabled. Claude expressed concerns about the flyer sent out about the Fall Clean Up.

New Business:

Access to warrant files – Chris says he would like a key to the warrant files to look at them at any time he is available to come in. He will bring in a letter from MMA regarding Selectmen`s access to records.

Public Comment: None

Motion to Adjourn: Chris made a motion to adjourn at 8:55 pm. Steve seconded.
Approved 5-0.

Town of Newburgh

Selectmen`s Meeting Minutes

October 22, 2012

Roll Call: Stanley Smith, Claude Bolduc, Chris Yountz, Jim Hopkins, Steve Burgess

Called to Order: Chris called the meeting to order at 7pm.

A/P Warrant: #86 for \$7,440.80. Chris moved to approve the warrant. Steve seconded. Approved 5-0.

Minutes: 10/15/12. Chris moved to approve. Steve seconded. Approved 5-0.

Department Reports:

Roads (Brent) – Lindsey Rd work is moving along. Beaver are being trapped in the problem areas. Most road information is in the RSMS program now.

Assessing (Serena) – The Board signed the Municipal Valuation Return. The Board reviewed Herb Dickey’s recommendation to deny the abatement request from the Doaks. Chris made a motion to accept Herb’s recommendation. Steve seconded. Approved 5-0.

Fire Dept(Galen) -Galen passed out a report on finances for the Fire House addition. They are short an estimated \$3,000 to \$4,000. Claude moved to give up to \$5,000 to the Fire Dept to help enclose the building, out of the building maintenance fund. Chris seconded. After discussion, the Board decided to wait to see how much the Fire Dept will actually need. Claude withdrew his motion.

Supplies (Serena) – Serena requested permission to purchase some supplies totaling \$156. Chris moved to approve her request. Steve seconded. Approved 4-1.

Cemeteries (Jim) – Steve Porter asked what’s happening about surveying the lots. Serena has left a message for Daryl Ginn but hasn’t heard back. Steve would also like to order trash cans for each cemetery. Jim suggests that the Board amend the purchase policy agreement and leave it to Serena. The Board did that(see below).

New Business:

Amend Purchase Policy Agreement – Chris moved to change the present policy to read “Administrative Assistant or Town Manager, whichever is applicable”. Steve seconded. Approved 5-0.

Old Business:

Selectmen meeting policy (Claude) – Serena will email some feedback from her and from Jim to Claude.

Code of Ethics policy (Jim) – Tabled.

Newsletter (Claude) -Claude passed out a draft; hes still awaiting some articles.

He asked for feedback, and will have a final draft next Monday, with a plan of printing it on Wednesday the 31st.

Plow contract (Serena) – The Board did final signatures on the sand contract.

Access to town records (Serena) -Serena consulted with the MMA. The files are Serena's responsibility, so people can look at them when she is in the office. Chris got a different opinion from MMA. Claude suggested drafting a letter to MMA and asking for further clarification. Serena will do that.

Foster letter (Serena) – Ken Foster, the auditor came in to do a transfer of the cash from one Treasurer to another and to review the accounts. He will supposedly send a report on what he did.

New Business:

Adopt the General Assistance Guidelines (Serena) – The Board signed the updated guidelines.

Office/staff hours (Claude) – Claude asked to discuss office and staff hours.

Executive Session: Chris moved to go into Executive Session per Article 405(6)(a). Jim seconded. Approved. Reconvened at 9:09 pm. The Board is not making any recommendations, but will re-visit the issue of office/staff hours in 30 days.

Public Comment:

Linda asked again about the groundhog holes in one of the cemetery. Chris is working on this.

Motion to Adjourn: Chris moved to adjourn at 9:09 pm, Jim seconded. Approved 5-0.

Town of Newburgh
Selectmen`s Meeting Minutes
October 29, 2012

Called to Order: 7:02 pm by Chris Yountz

Roll Call: _x_ Steve Burgess _x_ Claude Bolduc _x_ Stanley Smith _x_ James Hopkins __x_ Gene Yountz

Warrant: # 88 for \$9,425.47 -Chris moved to accept the warrant, Steve seconded. Approved 4-0. One abstention.

Minutes - 10/22/2012 -Chris moved to accept the minutes as written, Steve seconded. Approved 5-0.

Department Reports:

Roads (Jim) – Jim checked out Lindsey Rd and it was in good shape.

Old Business:

1. Selectmen Meeting Policy (Claude) – Serena still needs to get input to Claude.
2. Code of Ethics Policy (Jim)- Tabled.
3. Newsletter (Claude)- The Board looked over Claude’s draft and agreed on some changes. They discussed some of the issues featured in the newsletter. Skip made a motion to pass the newsletter, meaning to send it to print, with Claude and Serena making any changes discussed at this meeting. Chris seconded. Approved 5-0.

New Business:

1. Maine State Government Holidays (Serena)- Serena would like to see the list posted at the office. The Board said to go ahead.
2. Sign by End of Town Office Drive (Claude)- Claude would like to see a sign there to publicize town events/information. It needs to meet the requirements of the ordinance regarding signs in town. The Board agreed to have him come back with a design and a proposal.
3. Suggestion Box (Claude)- Claude recommends a box by the door at the town office for suggestions/comments. Board members think it’s a good idea. Serena can buy one, as long as it’s under \$100.

Public Comment: Kelly asked if anything has happened with the Budget Committee, but nothing has yet. It will go on next week’s agenda. Chris mentioned some goats that have been out in the road; he spoke with the owner to say the goats need to stay on her property.

Motion to Adjourn: Claude moved to adjourn at 8:54 pm. Skip seconded. Approved 5-0.

Town of Newburgh
Selectmen`s Meeting Minutes
November 5, 2012

Called to Order: Called to order at 7:04 pm by Claude Bolduc.

Roll Call: _X_ Steve Burgess _X_ Claude Bolduc _X_ Stanley Smith _X_ James Hopkins ____
Gene Yountz

Warrant: #89-\$138.97 - Skip moved to accept, Steve seconded. Approved 4-0. Warrant: #91 - \$227,876.27 - Skip moved to accept, Steve seconded. Approved 4-0.

Minutes: - 10/29/2012 - Steve moved to accept, Skip seconded. Approved 4-0.

Executive Session: Not necessary at this time.

Tax Collector/Clerk Report: The Board reviewed a report from Cindy regarding the costs of accepting debit/credit cards, on-line dog licensing, and rapid renewal for vehicle registration. Skip moved to pay \$835 in costs, as presented in Cindy's report, to implement the above; Steve seconded. Approved 3-1.

Department Reports: None.

Old Business:

1. Selectmen Meeting Policy (Claude) - The Board reviewed feedback from Serena and Jim and agreed to changes to the draft policy. The changes will be incorporated and brought back to the Board.
2. Code of Ethics Policy (Jim) - Tabled.
3. Staff Evaluations (Claude) - Claude wants to see a copy of them and give his own feedback. Serena clarified that others can write comments to go into an employee file.
4. Update on Planning Board Computer (Claude) - Ryan Ward is looking into getting a laptop and large monitor for the Planning Board for about \$1,000. A mapping program is available from DeLorme free of charge. This computer could be used by other town committees.
5. Forming Budget Committee (Claude) - Claude reported that two people are firm for being on the Budget Committee; Lou Chamberland and himself. Kelly Hamilton reminded the Board that she has volunteered several times. Steve moved to limit the Budget Committee to 5 people. Jim suggested also having 2 alternates. Steve amended his motion to limit the Budget Committee to 5 members and two alternates. Skip seconded. Approved 4-0
6. Proposed Ordinance (Claude) - This would reserve hiring and firing of town staff to the Board of Selectmen. Skip moved to accept the opinion that the town go to a Town Manager in March. Steve seconded. Jim clarified that it would be the Town Manager form of government that was in place prior to the petitions. Approved 3-1. Further discussion of an ordinance was tabled until Skip sees the statute which would allow such an ordinance.

New Business:

1. Office Hours Survey (Claude) - Serena came up with a draft. Claude made up an alternative one. Skip made a motion to accept the informational survey as drafted by Serena, as is. Steve seconded. Approved 3-1.
2. Annual Report (Claude) - Chris said he would work on this. Skip wants to be sure he works with Serena.

3. Implementing Online Transactions (Claude)- This was covered in Old Business.

4. Auditor (Claude)- Claude has some reservations about the current auditor. He would like to have the Finance Committee review the current auditor's work and give an opinion. The Board agreed.

5. Municipal Law for Tax Collectors & Treasurers (Serena)- This is an MMA class coming up 11/15/12 in Waterville that Cindy would like to attend, for \$50. Steve made a motion to send Cindy to the class. Jim seconded. Approved 3-1.

Public Comments: Linda Hamilton asked again about the woodchuck holes in one of the cemeteries. There is no word from the Sexton about this.

Selectmen's Closing Comments: Claude wants to wait on the MMA letter until Chris is present. Jim wants to be sure that the Board lets Serena do the things she should be doing.

Adjourn: Skip moved to *not* meet Monday, November 12, Veterans Day. Steve seconded. Approved 4-0. Skip moved to adjourn at 8:50 pm, Skip seconded. Approved 4-0.

Town of Newburgh

Selectmen`s Meeting Minutes

November 19, 2012

Called to Order: 6:59 pm by Chris Yountz

Roll Call: _X_ Steve Burgess _X_ Claude Bolduc _X_ Stanley Smith _X_ James Hopkins _X_ Gene Yountz

Warrant: #94 for \$8,652.83. Chris moved to approve the warrant. Steve seconded. The Board discussed a few bills that Claude had questions about. Approved 3-2.

Minutes: 11/5/2012 -Chris moved to accept the minutes. Steve seconded. Approved 4-1.

Department Reports:

Animal Control - Amie Watson, the Animal Control Officer, called about getting extra live traps at \$25 apiece. That can come out of her budget.

Rescue – Kelly reported that they had 7 patients in the month of October.

Fire Department -Linda reported that in the month of October they had two structure fires on the Lindsey Rd. and a mutual aid call to the town of Dixmont.

Old Business:

Code of Ethics Policy (Jim) – Tabled.

Budget Committee (Serena) – Serena presented the names of seven people willing to serve on a Budget

Committee. Claude asked why his name and his wife's were not included. There was some discussion about this. Brian Carlisle from the audience stood up and said he was removing his name from the proposed Budget Committee list. Chris moved to accept the 6 proposed people for the committee. Steve seconded. There was more discussion about the make-up of the committee and Buddy Belcher expressed concern about serving. The motion to accept 6 people was approved 4-1.

MMA Legal Department letter (Serena) - The letter quotes the statute relating to the Board's access to the warrants. The letter says the Treasurer needs to be present. Chris and Claude expressed concerns. After some discussion, Claude left the meeting.

Doak letter (Serena) -Serena sent a reply to the Doak's letter regarding the town's decision not to give them an abatement.

New Business:

C.H.E.A.P. Oil client (Serena) -Serena wants direction for what to do in regards to a General Assistance client who claimed they were out of oil when their tank was not empty. Serena will check with the state GA office.

Fire Department (Galen) – Galen passed out three estimates for insulation for the addition on the fire house. The Board will wait to decide until after the Fire Department gets a quote on converting to propane. Jim asked Serena to check on the possibility of matching state funds for insulation. Linda expressed concern about insurance on the new construction; Serena will look into it. Galen will check with Will Brown about efficient lights.

Foster & Company letter (Serena) - Serena passed out a letter from the auditor about what has to

be done for the annual audit at the end of 2012. Lou Chamberland would like to see the town look into other options for an auditor and consider changing every three years. The town will use Foster and Company for the 2012 audit; Serena will look into new possibilities after the new year.

Ginn Land Surveying (Serena) – They are available to start surveying two cemeteries. Jim moved to accept their quote. Steve seconded. Approved 4-0.

Pelletier Property (Serena) – The Board agreed to move this item to the end of the agenda, and go into Executive Session to discuss it.

Office hours survey (Serena) – Serena got responses from 308 people on election day. The one consistent response (248 people) was to have Mondays open for office hours. The Board discussed the issue of Serena being able to help on the front counter. Skip moved to open office hours on Monday from 8am to 4pm. Steve seconded. Approved 4-0. Jim moved to change the control the Board previously adopted, to allow Serena to work the counter in overflow situations or the sickness, emergencies, or vacations of other workers, but not to do cash up. Steve seconded. Approved 4-0.

Road Program (Steve) – Steve expressed concerns about Board members downloading and taking the Road Program, or any others, home with them. This is fine unless people are changing data, which is not the intent.

Office Computer (Steve) – This is the same concern as above, so it was covered already.

Newsletter (Steve) – Steve would like to see the office staff put out the newsletter on a regular basis. If it goes out quarterly, the next one would be in January. Skip moved to have the office staff produce a newsletter in January. Jim would like to see it before it goes out. Steve seconded. Approved 4-0.

Selectmen's Meetings (Steve) – Steve moved to have Selectmen's meetings the 1st and 3rd Mondays of each month, and in the event of a holiday or snow day, to have the meeting the following night, Tuesday. Chris seconded. Approved 4-0. The next Selectmen's meeting will be December 3rd.

Selectmen's Conduct (Steve) – Steve brought up a situation where a Board member went into the office and did not treat the office staff very well. Serena said that when Board members have a problem with anything discussed in a Board meeting, they should bring it back to the Board. She has instructed the office staff, if anyone comes in and acts in a threatening manner, they should call 911.

Public Comments: Linda Hamilton suggests putting up a sign at McKay's about the additional Monday office hours. Lou wanted to know why the issue of an ordinance for town meeting, as discussed at the last meeting, was not on the agenda. Claude was going to have a copy of the statute granting authority for such an ordinance to show to Skip.

Executive Session: Chris made a motion at 9:05pm to go into Executive Session per MRSA Article 405, Paragraph 6, Subparagraph C, to discuss the Pelletier property. The Board returned at 9:24pm. The Board made a decision, which they will forward to the landowner.

Adjourn: Chris moved to adjourn at 9:24pm. Jim seconded. Approved 4-0.

Town of Newburgh

Selectmen`s Meeting Minutes

December 3, 2012

Called to Order: 7:00 pm by Chris Yountz.

Roll Call: _X_ Steve Burgess _X_ Claude Bolduc _X_ Stanley Smith ____ James Hopkins _X_ Gene Yountz

Warrant: #97 - \$6,254.21. Chris moved to accept the warrant; Steve seconded. Approved 3-0 with one abstention.

Minutes: 11/19/2012 minutes. Chris approved to accept the minutes; Steve seconded. Approved 3-0 with one abstention.

Chair of Board: Chris would like to have someone else serve as Chair of the Board. Chris nominated Skip Smith as Board Chair; Steve seconded. Approved 4-0.

Department Reports:

Animal Control - Amie Watson turned in a report.

Old Business:

Warrant guidelines (Serena) – Serena expressed concern that issues with the warrant last week were not brought up when the preview was reviewed, but instead were brought up at the meeting. She also clarified invoice questions from the last meeting.

TRIO Update (Serena) – Serena gave an update on the process for signing up for Rapid Renewal and PayPort.

New Business:

Fire Department (Galen) - Galen gave input from Glenn Williamson, who was unable to be present,

regarding the fire house addition. He would like to see the less expensive type of insulation installed. Chris moved to approve funds for the insulation recommended by Glenn for the fire house; Skip seconded. Approved 3-1.

Asset Verification (Serena) - Serena had a form for the Board to sign from Persistence Housing, verifying the real estate values for one of their residents. The Board signed.

Office closing December 31st for year ending (Serena) - Serena recommends this to help with closing the fiscal year. She also asked about closing at noon on December 24th. No one disagreed with this.

Recreation Director approval (Serena) - There are some elders in town who would like to be able to walk in the gym and then sit down for tea and visiting afterwards. This needs the approval of a Rec Director. Serena is willing to serve in that role. Steve moved to appoint Serena as Recreation Director; Chris seconded. Approved 4-0. Someone else in town has asked Chris if they can flood part of the grounds for ice skating. It would have to go through SAD #22. Serena will call about it.

MaineDOT's Municipal Partnership Initiative (Serena) – Maine DOT wants to do some work on Route 69, and would like Newburgh to contribute matching funds in the amount of \$115,000. The town will have to vote on this.

Newsletter deadline (Serena) - Serena asked for submissions by the end of the business day on the 14th so it can be ready to send out on the 21st.

Town Report format (Serena) – Serena would like it in Word rather than Publisher so it can go on the website, which does not support Publisher. We will be using Publisher as a PDF, it can be posted. Serena will look into that.

Department Reports:

Roads (Brent) – Brent recommended using money left over from the Summer Roads budget for cutting back brush and trees along some roadsides. Chris asked that Brent inform people that he is going to be cutting. Chris moved to approve funds to clear trees from Lindsey Rd., Littlefield Rd., Severence and Littlefield Rd. intersection and North Rd., in an amount not to exceed \$12, 168.30. Steve seconded. Approved 4-0.

Rescue Report (Kelley) – They had 8 calls in November.

Public Comments:

Brent was asked to check with Craig Toothaker about a message board. He reported that Craig is not interested in helping with that.

Linda reported about a warming space at the Full Gospel Church.

Adjourn: Chris made a motion to adjourn at 7:48 pm. Steve seconded. Approved 4-0.

Selectmen Meeting

Town of Newburgh

Date: 12/13/2012

Called to Order: By Skip Smith at 7:01 pm.

Roll Call: ☒ Steve Burgess ☐ Claude Bolduc ☒ Stanley Smith

☒ James Hopkins ☐ Gene Yountz

Warrant: # 101 - \$87,673.73. Skip moved to accept the warrant. Steve seconded. Approved 3-0.

Public Comment: None

Selectmen's Closing Statements: None

Adjourn: Steve moved to adjourn at 7:03 pm. Skip seconded. Approved 3-0.

Selectmens Minutes

Town of Newburgh

Date: 12/17/2012

Called to Order: 7:10 pm by Skip Smith

Roll Call: ___ Steve Burgess_X_ Claude Bolduc_X_ Stanley Smith_X_ James Hopkins ___X_ Gene Yountz

Warrant: # 103 - \$28,541.76. Skip moved to accept, Jim seconded. Approved 3-0, with 1 abstention.

Minutes: 12/3/2012 & 12/13/2012. The Board corrected the minutes for 12/3/12, in regards to the Town Report, to say "We will be using Publisher as a PDF, it can be posted." Chris moved to accept the minutes with the correction, Jim seconded, approved 4-0. Skip moved to accept the 12/13/12 minutes, Chris seconded, approved 3-0, with 1 abstention.

DEPARTMENT REPORTS:

Planning Board (Adrian)- Adrian was not present, but sent word that he was recommending the appointment of Marie Caldwell to the Planning Board. Jim moved to accept her as a member, Skip seconded. Approved 4-0.

OLD BUSINESS:

1. Code of Ethics (Jim)- Jim asked that the rest of the Board look through the proposed Code and return to the next meeting with comments. Skip moved to table it until the next meeting, Jim seconded. Approved 4-0.
2. Next Step (Serena)- Serena asked for input on a foreclosed property – the former owners have defaulted on a plan to re-purchase it from the town for the back taxes. The Board recommended she check with MMA about insurance on the property, and that she contact the mortgage holder to see if they would pay the taxes.

NEW BUSINESS:

1. IRS Penalty (Serena)- Claude moved to pay the penalty, Skip seconded. Approved 4-0. They agreed to sign a special warrant at the end of the meeting so the check could be sent the next day.
2. Committees (Serena)- This was tabled.
3. Newsletter Articles (Serena)- The Board would like the next newsletter to come out closer to Town Meeting. Skip moved to have it come out at the end of January, Jim seconded. Approved 4-0.
4. Town Report (Serena)- The Board would like to see the town report completed by February 12th.
5. Attorney (Steve)- This was tabled since Steve was not present.

Department Report:

Fire Dept. – (Glen Williams)- Glen was unable to be present, but Serena presented his request that the Board agree to accept a 1999 GMC 3500 heavy duty truck that someone wishes to donate, to replace their old air unit truck. Claude moved to accept the donation, Chris seconded. Approved 4-0.

Executive Session (Compensation Road Foreman and AA)- Jim moved to go into Executive Session at 8:10 pm, according to M.R.S.A. 405, article 6. Skip seconded. Approved 4-0. The Board returned from Executive Session at 8:30pm. They had no recommendations to vote on.

Public Comment: None

Selectmen's Closing Statements: None

Adjourn: Skip moved to adjourn at 8:30 pm.